Welcome to the Defense Travel System Common User Interface Overview

The Defense Travel System Common User Interface (DTS CUI) is being deployed to all of DoD. The entire force will benefit from its capabilities. At the enterprise level, these benefits include:

- Proven common user interface
- One travel database
- Integration across DoD
- Plug-and-play functionality to commercial travel services
- Total security, including digital signatures
- Flexible, scalable configuration
- Redundant processing for reliability
- Electronic computation and payment of claims

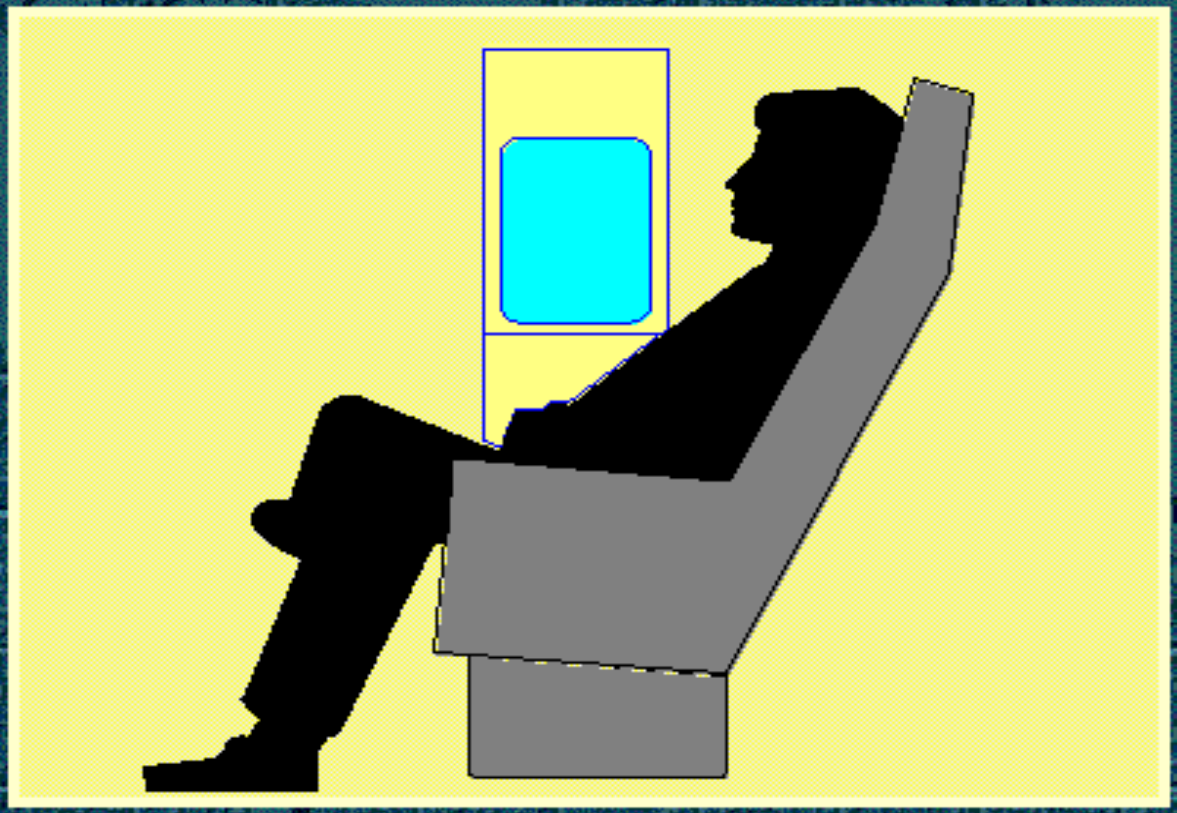
What do these features mean for you? With the DTS CUI, you'll benefit from:

- Anywhere, anytime access
- A paperless process
- Electronic routing, review, approval
- Real-time air, hotel, and rental car availability
- On line "should cost" estimation
- Quicker reimbursements

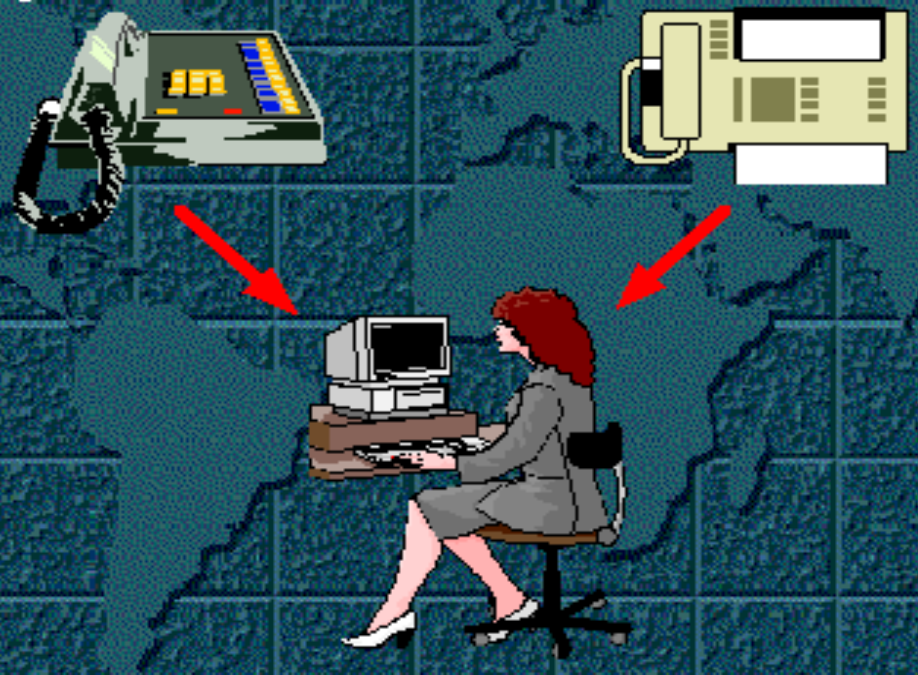
You can access the DTS CUI right from your desktop using:

- Client/Server connection
- World Wide Web
- Telnet

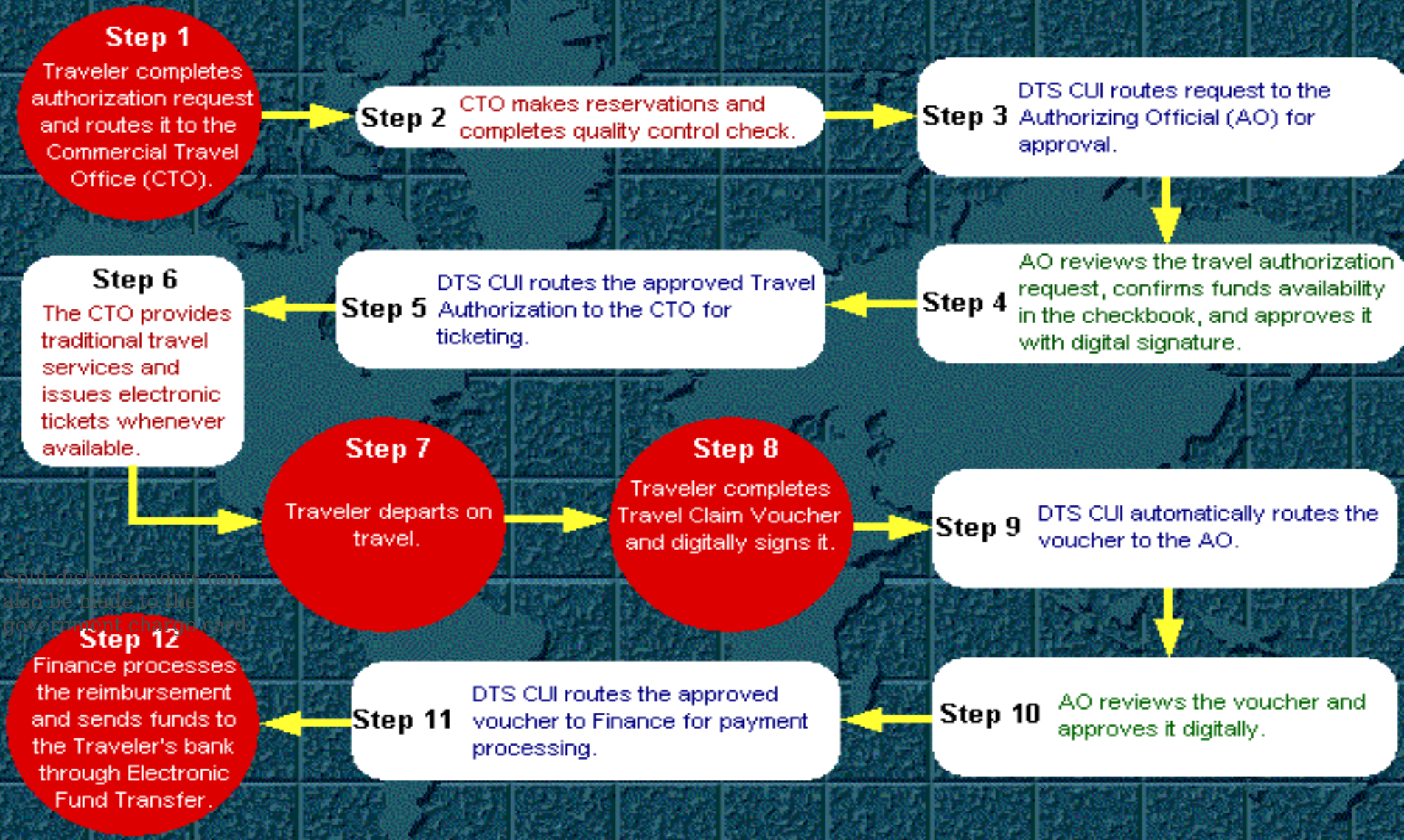
The DTS CUI makes it easy to create an itinerary from schedule data, request airline seat availability, and provide "should cost."



Even the non-connected traveler who doesn't have desktop access can easily benefit from the speed and efficiency of the DTS CUI. These travelers simply call or fax their Commercial Travel Office to access the system for them.



From start to finish, a quicker, easier, better process


Step 1
Traveler completes authorization request and routes it to the Commercial Travel Office (CTO).
Step 2
CTO makes reservations and completes quality control check.
Step 3
DTS CUI routes request to the Authorizing Official (AO) for approval.
Step 4
AO reviews the travel authorization request, confirms funds availability in the checkbook, and approves it with digital signature.
Step 5
DTS CUI routes the approved Travel Authorization to the CTO for ticketing.
Step 6
The CTO provides traditional travel services and issues electronic tickets whenever available.
Step 7
Traveler departs on travel.
Step 8
Traveler completes Travel Claim Voucher and digitally signs it.
Step 9
DTS CUI automatically routes the voucher to the AO.
Step 10
AO reviews the voucher and approves it digitally.
Step 11
DTS CUI routes the approved voucher to Finance for payment processing.
Step 12
Finance processes the reimbursement and sends funds to the Traveler's bank through Electronic Fund Transfer.

Have more questions?

You can find out more about DTS-L on the 266th Finance Command Website at the following link:

https://www.266fc.hqusareur.army.mil/Travel/faq.h